



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

July 30, 2026

Memorandum for Chief Human Capital Officers

From: Veronica E. Hinton
Associate Director
Workforce Policy and Innovation

Subject: Additional Guidance for Agency Implementation of Regulations on Performance Appraisal for General Schedule, Prevailing Rate, and Certain Other Employees

The U.S. Office of Personnel Management (OPM) announces the release of additional implementation guidance to support agencies in implementing the revised regulations governing Performance Appraisal for General Schedule, Prevailing Rate, and Certain Other Employees under 5 CFR part 430, subpart B. As agencies transition to these new requirements, OPM is committed to providing practical tools and technical assistance that support successful implementation across the Federal Government.

To that end, OPM is releasing a Performance Management Officer (PMO) Manual that provides agencies with a comprehensive framework for designing, implementing, and overseeing performance management systems that comply with the revised requirements of 5 CFR part 430, subpart B. Organized into ten chapters, the manual serves as an operational resource for agency leaders, PMOs, supervisors, and human resources professionals responsible for administering performance management programs.

The manual provides practical guidance for designing, implementing, and overseeing performance management systems under the revised regulations, including governance, rating architecture, organizational performance alignment, calibration, supervisor responsibilities, employee and labor relations, change management, and PMO oversight. It also includes operational tools, training exercises, examples, and best practices to help agencies administer consistent, transparent, merit-based performance management programs.

In addition to the PMO Manual, OPM has updated the OPM Form 1631, which is the mechanism by which agencies request OPM approval of their performance management system(s). The form is accompanied by submission instructions and an approval request template to request OPM approval of a new or revised agency

performance appraisal system. Together, these resources are intended to streamline agency submissions, promote consistency across government, and facilitate timely review and approval.

These resources build upon the implementation materials released on [July 24, 2026](#), and provide agencies with the guidance and tools needed to implement the revised regulations and prepare new or revised performance management systems for OPM approval.

Successful implementation depends upon thoughtful planning, effective communication, and sustained leadership engagement. Agency Chief Human Capital Officers play a critical role in ensuring that PMOs, supervisors, and employees understand the new requirements and have the tools necessary to implement them effectively. OPM encourages agencies to begin reviewing the PMO Manual immediately and to use the accompanying system development resources as they evaluate existing appraisal programs and prepare any required revisions.

OPM will continue to engage with agencies throughout implementation by providing technical assistance, office hours, and additional guidance as needed. These efforts support OPM's commitment to strengthening Federal performance management through greater consistency, transparency, and accountability while recognizing and rewarding successful employee performance.

Agency headquarters-level PMOs may contact OPM at performance-management@opm.gov. Component-level human resources offices should coordinate through their agency headquarters. Employees should contact their agency human resources office for assistance.

cc: Deputy Chief Human Capital Officers and Human Resources Directors

Attachments:

[Performance Management Officer Manual](#)

[OPM Form 1631](#)

[OPM Form 1631 Instructions](#)

[Agency Template – Requesting OPM Approval of Agency Performance Management System](#)